



Application for

# SPECIAL EXCEPTION APPLICATION

**SPX**  
2/09

## City of Rockville

Department of Community Planning and Development Services

111 Maryland Avenue, Rockville, Maryland 20850

Phone: 240-314-8200 • Fax: 240-314-8210 • E-mail: Cpds@rockvillemd.gov • Web site: www.rockvillemd.gov

### TYPE OF APPLICATION:

- ☐ Special Exception      ☐ Special Exception Modification - Major  
☐ Special Exception Modification - Minor

***Please Print Clearly or Type***

Property Address information \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot (S) \_\_\_\_\_ Block \_\_\_\_\_

Zoning \_\_\_\_\_ Tax Account (S) \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_

### Applicant Information:

*Please supply Name, Address, Phone Number and E-mail Address*

Applicant \_\_\_\_\_

Property Owner \_\_\_\_\_

Architect \_\_\_\_\_

Engineer \_\_\_\_\_

Attorney \_\_\_\_\_

Project Name \_\_\_\_\_

Project Description \_\_\_\_\_

### STAFF USE ONLY

#### Application Acceptance:

Application # \_\_\_\_\_

Pre-Application \_\_\_\_\_

Date Accepted \_\_\_\_\_

Staff Contact \_\_\_\_\_

OR

#### Application Intake:

Date Received \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date of Checklist Review \_\_\_\_\_

Deemed Complete: Yes ☐ No ☐

**Level of review and project impact:**

This information will be used to determine your project impact, per section 25.07.02 of the Zoning Ordinance for Project Plan and Site Plan applications only.

Tract Size \_\_\_\_\_ acres, # Dwelling Units Total \_\_\_\_\_ Square Footage of Non-Residential \_\_\_\_\_

Residential Area Impact \_\_\_\_\_ %

Traffic/ Impact/Trips \_\_\_\_\_

Points/Elements	1	2	3	4	Points
Tract size - Acres	1 or fewer	1.1 to 2.5	2.6 to 5	5.1 or greater	
Dwelling Units	5 or fewer	6 to 50	51 to 150	151 or greater	
Square Footage of Non-Residential Space	5,000 or fewer square feet	5,001 to 10,000 square feet	10,001 to 50,000 square feet	50,001 or greater square feet	
Residential Area Impact	No residential development in a residential zone within 1/4 mile of the project	35% of area within 1/4 mile of the project area is comprised of single-unit detached residential units	65% of area within 1/4 mile of the project area is comprised of single-unit detached residential units	Development is within single-unit detached unit area.	
Traffic Impact - Net new peak hour trips	Fewer than 30 trips	30-74 trips	75-149 trips	150 or more trips	
<b>Points Total*</b> The total of the points determine the level of notification and the approving authority .					

**Based on the Impact Total Your Level of Notification Will Be:**

- ☐ 0-6 pts. - mailed to 750 ft. of a project area      ☐ 7-9 pts. - mailed to 1,000 ft. of project area  
☐ 10-12 pts. - mailed to 1,250 ft of project area      ☐ 13+ pts. - mailed to 1,500 ft. of project area

**Proposed Development:**

Retail \_\_\_\_\_ Sq. Footage # of Required Parking Spaces \_\_\_\_\_

Office \_\_\_\_\_ Sq. Footage # of Provided Spaces \_\_\_\_\_

Restaurant \_\_\_\_\_ Sq. Footage # of Required Handicap Parking Spaces \_\_\_\_\_

Other \_\_\_\_\_ Sq. Footage # of Provided Handicap Parking Spaces \_\_\_\_\_

Bicycle Parking: # Long Term \_\_\_\_\_ # Short Term \_\_\_\_\_ Total # Provided \_\_\_\_\_

Existing Site Use(s) (to include office, industrial, residential, commercial, medical etc.) \_\_\_\_\_

**Previous Approvals: (if any)**

Application Number

Date

Action Taken

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***A letter of authorization from the owner must be submitted if this application is filed by anyone other than the owner.***

I hereby certify that I have the authority to make this application, that the application is complete and correct and that I have read and understand all procedures for filing this application.

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Please sign and date

## Application Checklist:

### Submitted:

- ☐ Complete Application
- ☐ Filing Fee (to include Sign Fee)
- ☐ Pre-Application Number \_\_\_\_\_ Documentation (Development Review Committee Meeting Notes)
- ☐ Proposed Area Meeting Date \_\_\_\_\_ including location \_\_\_\_\_
- ☐ A copy of the either a subdivision plat or an identification plat
- ☐ A copy of the official zoning map (should have purchased when PAM application was applied for.)
- ☐ An explanation of how this proposed use will meet the general requirements for granting a special exception and the special requirements, if any.
- ☐ A site plan that includes all existing and proposed site improvements.
- ☐ Plans and specifications for any signs that may be required in residential zones.
- ☐ A detailed site development plan prepared and certified by a professional engineer. (Eleven (12) copies- Fifteen (15) if on a state highway: (size 24' x 36')(folded to 8 1/2' X 11').
- ☐ Submittal of CTR (Comprehensive Transportation Review) Report- with Fee (copy to CPDS) (if applicable).
- ☐ Approved NRI/FSD (if required)
- ☐ Landscape Plan (if required) (6 copies)
- ☐ Approved Stormwater Concept Plan
- ☐ A preliminary schedule of development including time specific staging and phasing of:
  - Residential area to be developed in order of priority of type of dwelling unit
  - The construction of streets, utilities, and other improvements necessary to serve the project are;
  - The dedication of land to public use; and
  - The construction of nonresidential facilities
- ☐ Scope of work narrative to include statement of justification that address compliance with:
  - Mixed Use design Standards
  - Layback slope
  - LSL manual
  - APFO
  - Parking
  - Shadows
  - Signs
  - Public use per Zoning
  - Impervious surface
- ☐ Additional Information Required by Planning Staff
- ☐ Electronic Version (PDF format)

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### Comments on Submittal: (For Staff Use Only)

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